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19 April 1948

TO: Division Chiefs and Staff Officers, FBIS
FROM: Chief, FBIS
SUBJECT: Handling of Numbered Collection Directives

1. The following procedure will govern the receipt, action, and final processing of numbered Collection Directives received from the Office of Operations.

- a. The Administrative Office will route all incoming CD's to the Liaison Officer.
- b. The Liaison Officer will screen the CD's to determine those which are beyond the collection capabilities of FBIS. In borderline cases or cases in which there is doubt, the Liaison Officer will consult with the Chiefs of the Editorial, Special Reports, and Field Divisions. Those CD's which are deemed beyond the capabilities of FBIS will be returned to o/s by the Liaison Officer with appropriate comment.
- c. Those CD's which are retained in FBIS for action will be referred by the Liaison Officer to:
 - (1) The Chief, Field Division for necessary action in alerting the several field Bureaus.
 - (2) The Chief, Editorial Division for necessary action in directing editorial effort.
 - (3) The Chief, Special Reports Division for file and final processing of information collected.
- d. Chief, Editorial, will daily call the attention of Chief, Special Reports, to incoming material bearing on current CD's. Chief, Special Reports, will be responsible for processing action.
- e. In the final processing, the Chief, Special Reports Division will use CIA Form SI-4B when the collected information is clearly a fulfillment of the CD. When the collected information is only related information, he will refer the information to the Liaison Officer. The Liaison Officer will then, by consultation with o/s and OOD, determine whether a report is required.

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- 2 -

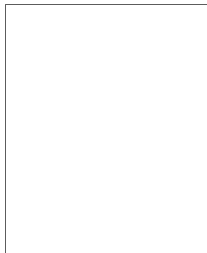
2. Weekly reports will be made by the Chief, Editorial Division and Chief, Special Reports Division on the status of OD's, in a form similar to the attached sample. These reports will be submitted on Wednesday of each week, to the Liaison Officer, who will consolidate them and prepare a report to the Chief, FEIN.

3. A monthly report will continue to be made by the Chief, Special Reports Division.

4. All personnel will cooperate to insure expeditious handling of OD's throughout the processing.

L. K. WHITE

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REPORT ON QP.1

Divisions:

Date:

QD No.	Status	Action	Recommendation
00000	Pending or closed	Brief description of action taken including partial information collected or submitted, and date of such action	Drop or Continue

TAB A

00104000

FOREIGN BROADCAST INFORMATION BRANCH ROUTING SLIP		
		DATE 27 April 1948
FROM		
☒	CHIEF	
	DEPUTY CHIEF	
	LIAISON OFFICER	
	CHIEF, EDITORIAL DIVISION	
	CHIEF, FIELD DIVISION	☒
	CHIEF, SERVICES DIVISION	
	CHIEF, SPECIAL REPORTS	
	ADMINISTRATIVE OFFICER	
	ADMINISTRATIVE ASSISTANT	
INFORMATION	☒	SIGNATURE ☐
APPROVAL	☐	FILE ☒
ACTION	☐	PREPARE REPLY ☐
COMMENT	☐	SEE ME ☐
NOTE AND RETURN	☐	INITIAL ☐
REMARKS: Please attach this to my memo of 19 April, sub: Handling of Embroid. Mm. In paragraph 1 b add the following sentence: "If it is determined that a CB is within the capabilities of FHB, the Liaison O., FHB, will so notify the Lia. O., OO."		

FORM NO. 56-33
MAY 1947

(1023)